

ATTACHMENT A
SOLICITATION NO. 3400001710

This Solicitation is a Contract Document and is a request for proposal in connection with the Contract awarded by the Office of Management and Enterprise Services as more particularly described below. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other Contract Document.

Purpose

The Contract is awarded on behalf of the Oklahoma State Department of Health (OSDH) for the provision of professional laboratory testing services to conduct laboratory testing on human samples.

1. Contract Term and Renewal Options

The initial contract period shall begin on the Date of Award through one (1) calendar year from that date. The contract may be renewed for up to four (4) additional one-year periods.

2. Contract Specifications

Contract specifications are set forth below as Exhibit 1.

Exhibit 1

A. Obligations of Supplier

1. Retain remaining residual specimens for a period of at least thirty (30) days.
2. Maintain continuous certification by CLIA or by an alternative CLIA approved accrediting agency.
3. Provide a copy of the updated laboratory accreditation, pathologist medical license and board certification, and insurance certificates within thirty (30) days of expiration to the OSDH Contract Monitor. Payment will be withheld until current professional licenses, certifications, and insurance are on file.
4. Provide a complete set of current certifications and licenses to the OSDH Contract Monitor by December 31st each year.
5. Be responsible for billing the Oklahoma Health Care Authority for services provided to clients covered by Medicaid or by private insurance. The patient's health insurance coverage will be indicated on the OSDH laboratory requisition submitted with the specimen.
6. Review the submitted claim, correct any errors in the submission of the claim, and re-bill the third-party payer within thirty (30) days of receipt of the denial if a claim is denied by OHCA or another third-party payer.
7. Bill OSDH for services provided for uninsured patients or for patients whose claims are denied by third-party payers after claim correction has been attempted.
8. Submit to OSDH within the timeframes required by the invoicing clause all invoices for denied claims must be submitted no less often than quarterly.
9. Provide technical assistance to OSDH in reconciling claims for individuals initially identified as uninsured and will submit Medicaid or third party insurance claims for services provided to those individuals upon request by OSDH if OSDH determines the client is covered through Medicaid or private insurance.
10. Provide custom test requisition for each OSDH program area
11. Provide call test collection supplies; including but not limited to, test tubes, syringes and centrifuges, if test procedures require sample to spun down immediately or the serum must be separated.
12. Provide for the collection of samples from OK County Health Departments and the OSDH

B: Agency (OSDH) obligations:

1. Facilitate Supplier access to the OSDH location necessary to pick up specimens daily.
2. Notify the Supplier of any updates or changes to the OSDH laboratory requisition form.

3. Assure laboratory requisitions are properly completed and work with the Supplier if any corrections to submitted requisitions are needed.
4. Work with the Supplier as needed to facilitate correction and re-submission of claims denied by third-party payers.
5. Monitor the contract, including provision of service, availability of funds, contractor compliance with contract terms and conditions, verifying professional licenses, certifications, laboratory accreditation are current.
6. Provide technical assistance as needed for successful billing to third-party payers.
7. Perform reconciliations of uninsured clients monthly or quarterly. The average volume of such questioned claim is 10-15 months.